

**ROANOKE COUNTY
PARKS, RECREATION AND
TOURISM DEPARTMENT**



**2006-2007 CAPITAL IMPROVEMENT
INCENTIVE FUND
APPLICATION PACKAGE**

ROANOKE COUNTY PARKS, RECREATION, AND TOURISM DEPARTMENT

2006-2007 CAPITAL IMPROVEMENT INCENTIVE FUND

PURPOSE: To provide matching funds to non-profit community service groups, individuals, or corporations wishing to make capital improvements to County owned park and recreation facilities.

FUNDS AVAILABLE IN 2006-2007: \$50,000

FUNDING LIMITS: A maximum of fifty percent (50%) of the project up to \$10,000.

APPLICATION PROCEDURES: For the 2006-2007 program, applicants must complete an **original application** with site plan (attaching additional pages if needed) and submit it, along with **eight (8) copies** to the Director of Parks, Recreation, and Tourism by **Friday, June 2, 2006 by 5:00 p.m.** Applications received after 5:00 p.m. on June 2nd will not be considered.

GENERAL POLICIES AND PROGRAM ELIGIBILITY:

- A. Proposed projects must be located on publicly owned property and must be consistent with the master plan of the proposed site. Projects on Parks and Recreation property must be pre-approved in writing by the Roanoke County Parks, Recreation, and Tourism Department. The Roanoke County School Construction Committee must also approve any project on school property and a letter of their approval must accompany the grant application;
- B. Projects submitted for County-owned leased property or school property must benefit the general public or those programs sanctioned or sponsored by the Roanoke County Parks, Recreation, and Tourism Department;
- C. Matching fund grants are subject to all Roanoke County Procurement policies and Building and Zoning requirements;
- D. Projects must be a fixed capital addition or improvement and cannot include personal or team type equipment, consumable items, or maintenance of existing facilities;
- E. Individual organizations may submit more than one (1) request per year, but requests shall be prioritized;
- F. No organization may submit an application on a previously approved project that is still under construction;
- G. All projects completed on non Parks and Recreation land shall have a sign (in an appropriate location) recognizing Roanoke County Parks, Recreation, and Tourism contribution to the project; the sign will be provided by Roanoke County Parks, Recreation, and Tourism;

- H. Playgrounds constructed on school sites shall be maintained by the requesting group or school and shall meet standards adopted by the State Department of Social Services and the Consumer Product Safety Commission;
- I. Requesting groups, schools, etc. are responsible for the maintenance of their project unless an alternate written agreement is made and approved by the Roanoke County Parks, Recreation, and Tourism Department;
- J. All projects must meet standards in accordance with the Americans with Disabilities Act.

PROJECT SELECTION CRITERIA:

- A. Projects that correct and/or improve the safety and security of a field or facility;
- B. Projects that reduce maintenance and/or operating costs;
- C. Projects that add, enhance, or expand a needed service;
- D. Projects that serve the greatest number of people and benefit an entire community or (organized) athletic group as opposed to a limited user group;
- E. Financial status of the applicant group -- i.e., matching share must be on hand and committed to the project. Quantified donated materials and services up to twenty-five percent (25%) of total project will be considered;
- F. Feasibility of the schedule and completion dates of the project and the past project performance of the requesting organization;
- G. Projects on Roanoke County Parks, Recreation, and Tourism property will receive priority consideration.

SOME EXAMPLES OF PROJECTS:

- A. Facility renovations
- B. Field fencing and lighting
- C. Trail construction
- D. Field renovations
- E. Basketball or tennis court renovations
- F. Playgrounds, renovations, and enhancements

SELECTION COMMITTEE: The Parks, Recreation, and Tourism Advisory Commission shall appoint a selection committee yearly. The committee shall consist of one (1) commission member from each district, one (1) representative from the Parks division, one (1) representative from the Recreation division for a total of seven (7) members. The Director of Parks, Recreation, and Tourism department serves as an advisor to the selection committee.

SELECTION PROCESS:

- 1. Applications accepted must be received by **Friday, June 2, 2006 at 5:00 p.m.**

2. The applications will be reviewed during the month of June. During this period, the selection committee may ask applicants to provide additional information and/or clarifications to assist the committee in the selection process.
3. The committee will make their selections based on the individual projects' merits as they relate to the project selection criteria. Projects will be approved in June and forwarded to the Parks, Recreation, and Tourism Director for processing by **July 7, 2006**. Projects not selected may be re-submitted during the next funding cycle.

PROJECT ADMINISTRATION

- A. Each organization is responsible for the overall planning, management, and construction of their approved project. However, projects must be scheduled so as not to impact activities and/or facility programming.
- B. An organization receiving a grant shall appoint a representative to serve as the project coordinator. The coordinator shall have full authority to act on behalf of the organization.
- C. The Roanoke County Parks, Recreation, and Tourism Department will provide technical assistance and help in the coordination of all projects. Upon completion, each project must be inspected and approved by the Roanoke County Parks, Recreation, and Tourism Department.
- D. Cost overruns, delays, and incomplete projects are the responsibility of the requesting organization. Projects should be targeted for completion within 12 months from award date. Any delays must be reported to the Parks and Recreation Project Coordinator as soon as noted, with suggested corrective action.
- E. Grants will be forfeited back to the CIIF fund if significant progress is not made on approved projects within the fiscal year funded.

ROANOKE COUNTY PROCUREMENT PROCEDURES:

For purchases under **\$1,000**, a receipt or invoice is required for reimbursement;

For purchases from **\$1,000 to \$5,000** you must get a minimum of three competitive telephone quotes, fully documented on the Roanoke County Telephone Quote Sheet provided to all grant recipients. The low bidder must be awarded the contract, unless you have the appropriate justification and County approval to select another vendor;

For purchases over \$5,000 you must receive quotes from a minimum of three vendors, in writing, on vendor letterhead. You must accept the lowest quote unless you have the appropriate justification and County approval to select another vendor;

These are basic guidelines. For more information on Roanoke County Procurement procedures please call Don Karnes at 772-2061.

**ROANOKE COUNTY PARKS, RECREATION AND TOURISM
FY 2006-2007 CAPITAL IMPROVEMENT PROJECT APPLICATION**

APPLICATION SUBMISSION REQUIREMENTS:

- Nine (9) copies of applications (1 original and 8 copies) and 9 copies of all back up material must be submitted, to be considered in meeting award criteria
- 8 ½ x 11 letter-sized documents only
- Do not submit applications in binders, folders, etc.
- Application must be placed in the front with all other documents behind application;
- NO STAPLES

Submit completed applications to:

Pete Haislip Director, Roanoke County Parks, Recreation and Tourism
1206 Kessler Mill Road, Salem, VA 24153

DATE OF SUBMISSION: _____

NAME OF PROJECT: _____

LOCATION OF PROJECT: _____
(Please include map and other necessary attachments and approvals)

NAME AND ADDRESS OF APPLICANT ORGANIZATION:

NAME AND ADDRESS OF PROJECT COORDINATOR:

COORDINATOR'S PHONE: DAY _____ EVENING _____

E-MAIL _____

PROJECT DESCRIPTION:(Be specific and add attachments if necessary.)

WHO IS RESPONSIBLE FOR MAINTENANCE WHEN THE PROJECT IS COMPLETE?

PLEASE CHECK ITEMS BELOW:

Site plan included	Yes_____	No_____	N/A_____
Cost estimate attached	Yes_____	No_____	N/A_____
Project meets ADA Requirements	Yes_____	No_____	N/A_____
School Board letter of approval attached.....	Yes_____	No_____	N/A_____
Parks and Recreation letter of approval attached.....	Yes_____	No_____	N/A_____

HOW WILL THIS PROJECT BENEFIT THE COMMUNITY? (Include specific groups it will serve, if applicable.)

WILL THE PROJECT BE AVAILABLE FOR USE BY THE GENERAL PUBLIC?_____

ESTIMATED PROJECT START DATE:_____/_____/_____

REQUIRED COMPLETION DATE:_____/_____/_____

ESTIMATED COST: \$_____ (Please attach estimate breakdown)

MATCHING FUND REQUEST: \$_____

APPLICANT'S FINANCIAL COMMITMENT: (Please describe the scope of your group's financial commitment and how you will meet this commitment, including {if applicable} quantified donated materials and services up to twenty-five percent (25%) of total project).

A signed application will be considered the applicant's commitment to fulfill all of its obligations, financial and other, under the terms of this program, and will confirm the group has the financial resources on hand to complete this project. The above named project manager shall have full authority to act on behalf of the requesting organization.

SIGNATURE:_____ DATE:_____

Print Name: _____ Title: _____